

**REQUEST FOR PROPOSAL**  
**SELECTION OF SOFTWARE PROGRAMMER**  
**FOR**  
**VARIOUS PROGRAMS**  
**AT**  
**THE ASSOCIATION OF BAY AREA GOVERNMENTS**

**BACKGROUND**

The Association of Bay Area Governments (ABAG) is a joint powers agency created by the cities and counties of the San Francisco Bay Area in 1961. Its function is to provide various services to its member jurisdictions with the objective of enhancing effectiveness in government, local control, planning for the future and cooperation on Bay Area-wide issues. ABAG is governed by an executive board, which is made up of member representatives. At present, all nine counties and 100 of the 101 cities in the Bay Area are ABAG members. In addition, numerous special districts and out-of-the-region cities are non-voting cooperative members. Any California city or county may become a member or cooperative member of ABAG.

**PROGRAMMING NEEDS AT ABAG**

ABAG conducts a variety of programs and projects, some of which have extensive database programming needs. Among them are the Online Hazmat School, ABAG web store, various online conference registrations, liability insurance for cities and counties, AuthorizeNet processing of online purchases, and agency-wide contacts management.

Current databases at ABAG include Oracle Financials, Oracle-based Riskmaster liability claims, Oracle-based agency-wide contacts, online student registration and management software in Postgres, online course delivery in Postgres, conference registration in Postgres, Arcinfo nine-county GIS data, ABAG web store in Postgres, Clearing house newsletters in FoxPro, and earthquake datafiles in FoxPro.

Specific skills or knowledge that would be required to perform the needed tasks at ABAG include:

1. Handling mixed Unix/Windows database environment using ODBC
2. Postgres development
3. Microsoft Access with VBA
4. FoxPro in DOS (XP command prompt)
5. SQL programming
6. Apache ASP
7. Mod Perl
8. Knowledge of Unix utilities such as Vi and Sendmail
9. Microsoft Excel

10. Relational database design
11. HTML forms
12. Ability to work unsupervised

The successful bidder(s) will have several or all of the required skills. The contract may be issued to one company, one individual or to several individuals depending upon their skill sets and experience. It is projected that the total effort involved would not exceed 900 hours per year. This contract will be automatically renewed annually to a maximum of three (3) years unless terminated by either party with a 60 day written notice.

### SCOPE OF WORK

We are seeking the services of an individual or consulting firm to assist ABAG as follows:

**1. Perform new and on going database programming on an as needed basis (3-year period)**

Perform regular data table adjustments; assist in special projects; trouble shoot.

**2. Specific duties that would be required of the selected programmer(s) include:**

- a. Develop new database applications
- b. Modify existing database applications
- c. Troubleshoot database problems
- d. Locate and install 3<sup>rd</sup> party tools
- e. Move datasets from one database application to another
- f. Create end-user interfaces between Postgres and a Microsoft office environment
- g. Create HTML forms for registrations, purchases. etc..
- h. Create interfaces between databases and Unix utilities and programs
- i. Write SQL statements in Access and Perl/Apach ASP
- j. Assist in generating sales tax reports for accounting department
- k. Assist staff with database problems

### INFORMATION REQUESTED

For ease of evaluation, please respond to the questions in the order presented and keep the responses as concise as possible.

1. Please provide your firm name, address, phone number and general background information.
2. Please identify members of your team and present resumes of each person.
3. List comparable engagements over the last several years for which the individuals listed above have had experience. The list should include names of client organizations, type of business, and name and phone number of contact person.

4. It is the policy of ABAG to encourage participation of minority and women-owned firms in its consulting engagements. Indicate whether your firm is a MBE/WBE firm or whether MBE/WBE participation is included in your proposal. In addition, describe your firm's diversity policies and programs including hiring and promotion of minorities and women in your organization.
5. Please elaborate on your skills, experience and approach to performing the scope of work as outlined above.
6. A schedule of your fees. Firm and fixed fees are requested. (a) Please provide your fees on the basis of hourly rates and any direct charges such as travel, telephone, materials and supplies. (b) Formula for adjusting your fees annually, e.g. Bay Area Consumer Price Index (CPI) or some other factors.
7. Other helpful recommendations that may benefit our operation.

## OTHER REQUIREMENTS

### Conflict of Interest

No employee, officer or agent of ABAG or its affiliated entities shall participate in selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
- d. An organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

Neither ABAG nor its affiliated entities' officers, employees or agents shall either solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

### Interest of Members of or Delegates to Congress

In accordance with 18 U.S.C. Section 431, no member of, or delegate to the Congress of the United States shall be admitted to a share or part of the contract for audit services or to any benefit arising therefrom.

## PROPOSAL SUBMISSION

Proposals must be signed by an authorized person. Please submit three (3) copies of your proposal by 4:30 p.m., Tuesday, September 7, 2004. Responses should be directed to:

Terry Bursztynsky  
Computer Support Manager  
Association of Bay Area Governments  
P.O. Box 2050  
Oakland, CA 94604-2050  
or 101 Eighth Street  
Oakland, CA 94607  
Telephone: (510) 464-7951, FAX: (510) 464-7980  
E-mail: [terryb@abag.ca.gov](mailto:terryb@abag.ca.gov)

### The Selection Process

If a firm is selected from the proposals, a recommendation to authorize the Executive Director to enter into a contract with the selected firm will be presented for approval by the ABAG Executive Board at its next meeting to be held on September 16, 2004. ABAG reserves the right to reject all proposals.

Thank you very much for your interest. We look forward to your proposal.

Terry Bursztynsky  
Computer Support Manager

Date: October 25, 2004